



1521 I Street  
Sacramento, CA 95814  
[www.projectapism.org](http://www.projectapism.org)

## **Job Description Operations Manager**

Project Apis m. (PAm)'s mission is to fund and direct research to enhance the health and vitality of honey bee colonies while improving crop production. Now 10 years old, Project Apis m. is in a significant growth phase. Since 2006, in collaboration with some of the top researchers, scientists, and institutions in the world, PAm has directed and funded groundbreaking research and created resources that inform beekeepers, growers, and the scientific community, infusing over \$6 million into 100+ projects. PAm is continuously working towards improving the health of the honey bee, seeking projects that respond to industry needs and have direct applications for stakeholders. In addition to research projects, PAm forage initiatives include Seeds for Bees and The Bee and Butterfly Habitat Fund, working with growers and landowners to replace crucial lost habitat.

Project Apis m. is seeking an Operations Manager who will be responsible for working with the Executive Director and Board of Directors to implement Project Apis m.'s strategic plan and improve functionality and efficiency of all organizational operations. The Operations Manager will be responsible for managing research operations and communications, fundraising strategies and execution, partner and stakeholder relationships, and organizational outreach. Successful candidates will develop and maintain a thorough understanding of the day to day operations of Project Apis m. as well as a clear comprehension of the organization, community, industry, and scientific process.

Successful candidates will have a desire to help in promoting PAm's mission, will maintain a positive attitude, and will possess excellent communication skills.

As the Director of Operations for Project Apis m., the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner:

- Represent the trusted reputation of Project Apis m. in interactions with stakeholders of every level, including, but not limited to, government officials, federal, state and regional agencies, academic institutions, non-government organizations, corporate, small business, organizational, individual and tribal partners, the media, beekeepers, farmers, growers and landowners.
- Oversee and participate in outreach opportunities including national, state and regional stakeholder meetings, newsletter and media outlets to maintain PAm's prominence and reputation of good will in the beekeeping industry.
- Cultivate fundraising opportunities to maintain a financially secure PAm future, pursuing federal, state, regional, corporate and organizational grant opportunities. Acknowledge and communicate with donors.



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- Manage PAM research projects, partnerships and corporate sponsorship programs, which may include, the ‘Seeds for Bees’ Project, the Honey Bee and Monarch Butterfly Partnership, the Honey Bee Health Coalition, and Costco’s investment in bee research for the U.S and Canada.
- Assist in oversight of the publication of the PAM eNewsletter, website maintenance, social media, and other communications as needed.
- Contribute to social media and other campaigns.
- Other duties as assigned.

Requirements:

- Bachelor’s Degree in a relevant field
- Experience in nonprofit management, or operations management.
- Ability to work both independently and as part of a team.

Preferred Qualifications:

- Marketing knowledge
- Fundraising experience
- Experience in applied sciences, agriculture, or research.
- A Master’s or advanced degree in a relevant field

Salary and benefit compensation package: DOE

Please submit your resume, cover letter, and salary requirements to: [sharah@projectapism.org](mailto:sharah@projectapism.org).  
Candidates that fail to provide these three documents will not be considered.

It is preferred that Candidates are located in the Salt Lake City, UT area but remote applicants will be considered

Position is open until filled, first review will take place on **July 24th, 2017**